

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

**RAMIR B. UYTICO EdD, CESO, IV**

Director IV

Date:

26-May-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable) (if	
1	Senior Education Program Specialist	OSEC- DECSB- SREPS- 540001-2020	19	46791	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 (PBET/LET); Career Service (Professional) Appropriate Eligibility for Second Level Position	NA	Human Resource Development Division

2	Education Program Specialist II	OSEC-DECSB-EPS2-540002-2020	16	35106	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 (PBET/LET); Career Service (Professional) Appropriate Eligibility for Second Level Position	NA	Human Resource Development Division
3	Administrative Assistant III (Secretary III)	OSEC-DECSB-ADAS3-540003-2020	9	18784	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	NA	Human Resource Development Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 11, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (3 copies);
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017 (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility (3 copies);
4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy);
5. Updated Service Records, if any (1 copy);
6. Copy of previously approved appointment, if any (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years, whichever is later (1 copy of each certificate);
9. Authorship of books, articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.; and

10. Designation Orders; and other documents that have bearing in the evaluation.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Dr. RAMIR B. UYTICO, CESO IV**

Director IV

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

[region8@deped.gov.ph](mailto:region8@deped.gov.ph)

**NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.**